40TH DAY AND 100TH DAY COURSE ENROLLMENT REPORTING

Policy Citations

In alignment with A.R.S.§ 15-902.I CTE requires districts to report Career and Technical Education student enrollment data to the Department of Education within twelve days after the district's 40th day in session and the district's 100th day in session.

Carl D. Perkins Career and Technical Education Act of 2006 Section 113(b)(4)(C)(i-iv) requires local education agencies receiving funding to report disaggregated enrollment and performance data to the state/eligible agency.

Carl D. Perkins Career and Technical Education Act of 2006 Section 122(c)(13) The state agency must ensure that the data reported from local agencies are complete, accurate, and reliable.

Carl D. Perkins Career and Technical Education Act of 2006 Sections 134(b)(6) "…support Career and Technical Education programs that provide services and activities that are of sufficient size, scope and quality to bring about improvement in the quality of CTE programs."
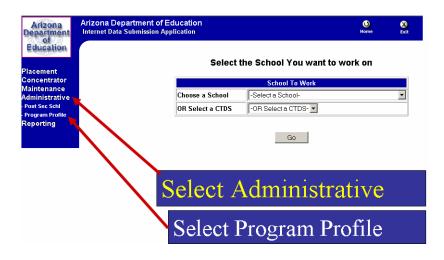
EDGAR 34 CFR 80.40 requires that states monitor and report program performance.
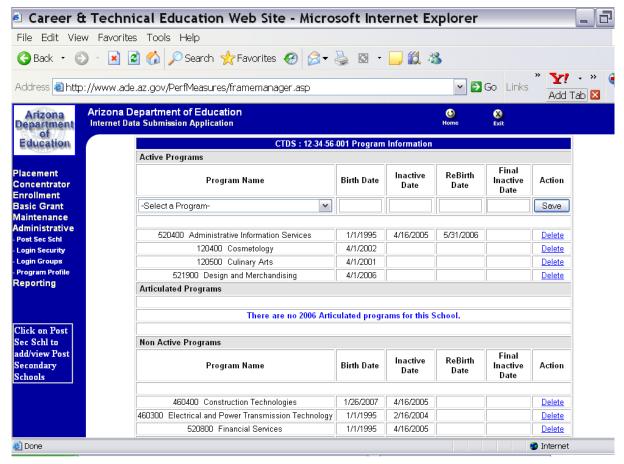
Annual Arizona Appropriation Bill describes the intention of the Arizona legislature to fund the Career and Technical Education State Block Grant. This funding occurs through general appropriations for supplemental funding linked to numbers of pupils in such programs and to numbers of program concentrators who enter jobs in fields directly related to their high school CTE program.

Handbook pp. 142 describes how programs become part of the Active program list in the Program Profile Table and when Active programs are moved to the Inactive list in the Program Profile Table.

High schools report CTE course enrollment data to the Department of Education for any active programs listed in a school's CTE Program Profile Table. A school's Program Profile Table is accessed on the ADE CTE website at: http://www.ade/az/gov/Perf Measures/splash.asp. Log in with your district UserID and password; click on **Administrative** and **Program Profile**, then select the name of the school to view a list of active programs approved for participation in CTE enrollment and other reporting for the current year.
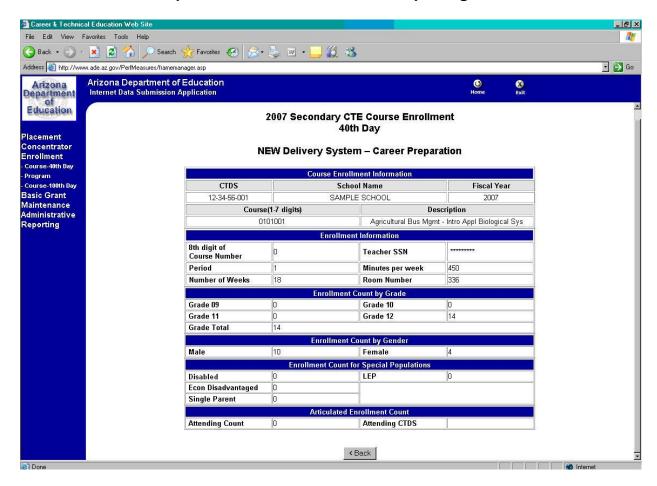
Sample Program Profile Table

The 40th Day and 100th Day average enrollment counts represent part of the data used to determine CTE State Block Grant formula funding. This enrollment collection system emulates the state Average Daily Membership (ADM) reporting system used for general education funding. The difference is that ADM requires students be counted every day during the school year and calculates a daily average for the year. The CTE enrollment system captures actual enrollment on the 40th day and 100th day of school and averages the two enrollment counts.

Example of the Online Enrollment Reporting Screen

The 40th day and 100th day forms collect information on CTE courses for every active program a district offers. Since students may be counted in as many CTE courses as they attend, this is a **duplicated enrollment** report. At the present time, high schools report enrollment for any CTE Career Preparation transcripted courses taught as part of any active CTE program. Reported enrollment information includes:

- County, school type, district, and school number (CTDS)
- Classification of Instructional Program (CIP) course number
- Term 1 (40th day) or Term 2 (100th day)
- Period taught
- Number of minutes taught per week
- Number of weeks taught per semester
- Physical room assignment
- Tech Prep
- Teacher name
- Teacher certification number (SSN)
- Grade counts for grades 9, 10, 11 and 12
- Gender counts for males and females

- Special needs counts for Disabled, Limited English Proficient (LEP), Economically Disadvantaged, and Single Parent (A student may only be reported in one special populations category)
- Number of articulated students attending the course in another school within the district, in another district, in a skills center, or on a college campus
- The CTDS number of that off-campus site. Please see the CTDS Numbers section for a complete list of participating CTE schools and their CTDS numbers

Values for Enrollment Reporting Elements

CTDS – The CTDS number (County Code, Type Code, District Code, and School) is a unique number assigned by the state and can be obtained from the ADE web site's school search at http://www.ade.az.gov/edd/. The number must be accurate to ensure data is correctly credited to the school when either funding or performance results are calculated. A complete list of the CTDS numbers participating in CTE reporting as of the publication date for this Handbook can be found on page 259.

Classification of Instructional Program (CIP) Course Number – If a district finds it necessary to combine core courses within the same *program area* into one shared core course, the district will need to identify which Career Preparation program each enrolled student belongs. Enrollment in the combined course must be reported for each student using the appropriate six digit program CIP Code, with the 7th and 8th digit designated as .99 to indicate the core course serves more than one program within the same *program area*.

Career and Technical Education Program List – Arizona uses a CTE Program List as a means of distributing limited State Enrollment Block Grant Funds to schools. The CTE Program List is reviewed every two years using Arizona Department of Economic Security (DES) Labor Market Information ten year forecast data to rank CTE programs on the list. Rankings on the CTE Program List are based on a formula that uses average job openings, O*NET academic scores, average wages, and O*NET technical scores. (For further information on O*NET see http://online.onetcenter.org/). The dynamic nature of the review allows new and emerging programs to join the list and programs with lesser labor demands or enrollments to leave the list.

Internship, COOP, and DCE Courses – Internship, Cooperative Education (COOP), and Diversified Cooperative Education (DCE) courses are reported as part of a coherent sequence of Career Preparation program courses. A CTE program must report a Career Preparation course if reporting an Internship, COOP, or DCE course. An Internship, Cooperative Education (COOP), and Diversified Cooperative Education (DCE) course cannot "stand alone" and will not generate funding without the supporting Career Prep course.

Schools are expected to report only those students who have taken a previous Career Preparation course in the CTE program and are enrolled in the Internship, COOP, or DCE course.

Note: Do not report a student as enrolled in either an Internship, COOP, or DCE course unless they already have completed a Career Preparation course prior to the COOP or DCE course. Schools are expected to continue to enroll students according to local guidelines regarding course prerequisites and class size.

Duplicated Enrollment – Counting every student enrolled in each CTE course, allowing the student to be counted more than once.

Term – Term is a synonym for semester. Term 1 is fall semester; Term 2 is spring semester.

Period – Identifies the class period the course is taught in the daily schedule (i.e., 1, 2, 3 etc.)

Minutes Per Week – Lists the actual number of minutes the class is taught weekly. For example, a class that meets for 45 minutes daily, Monday through Friday, is reported as 225 minutes.

Number of Weeks – Lists the actual number of weeks the class is taught during a normal term. Valid range is between 6 weeks and 20 weeks; the most common semester schedule is 18 weeks.

Room – Identifies the physical room location where the class meets.

Tech Prep – Indicates whether or not the local Tech Prep Consortium Director reports that the program has an articulation agreement on file with one or more community colleges. No changes can be made to the Tech Prep field. The Tech Prep field will be set to the previous year's value.

Certification Number – The unique number assigned to the teaching certificate of the teacher who has the primary responsibility and the majority of time teaching the class. Secondary teachers who do not have a valid CTE teaching certificate for the program on file at the Department of Education by the last day of February, and postsecondary instructors whose certification information cannot be verified as accurate, will be considered uncertified for the year and no funding will be generated for the course.

Internship – A CTE Internship is a course in the sequence of courses of an approved CTE program. Students must have completed at least one Carnegie unit of Career Preparation instruction in a CTE program prior to enrolling in a CTE Internship. The CTE Internship must be directly related to the CTE program sequence where the credits were earned and offers both paid and unpaid work experience. The Internship course is taught for 225 minutes per week (one class period per day). Students classified as seniors (12th grade) and at least 16 years of age are eligible to participate. A student is eligible for only one CTE Internship credit toward CTE program completion.

Teacher – Lists the name of the teacher who has the primary responsibility and who teaches the class the majority of the time.

Note: The name is required for both secondary and postsecondary teachers reported on CTE enrollment reports. The name will be pulled from the ADE Certification database using the actual certification number of the teacher. If the course is articulated and no actual certification number of the teacher is available on the ADE Certification database, provide the teacher's first and last name and their license number/certificate number.

Teacher Certification for an Articulated Course – The requirements for reporting an articulated course for Course Enrollment have changed to allow a school to report either the actual certification (SSN) number **OR** 9 zeros and the license number/certificate number **and** the teacher's first and last name. An articulated student is defined as a student who:
- attends another school within a district (Shared District Instruction – SDI)
- attends another school district (attends a JTED-sponsored course at another secondary district)
- attends a community college
- attends a skill center (e.g. a cosmetology school)

If **no SSN** is provided for an articulated course, then a license number/certificate number **and** the teacher's first and last name must be provided. The record will not be added without:
- license number/certificate number
        and
- the teacher's first and last name

The name is required for both secondary and postsecondary teachers reported on CTE enrollment reports. The name will be pulled from the ADE Certification database using the actual certification (SSN) number of the teacher. If the course is articulated and no actual certification (SSN) number of the teacher is available on the ADE Certification database, provide the teacher's first and last name and their license number/certificate number. You will enter the first and last name of the teacher who has the primary responsibility and the majority of time teaching the class.

If the course is NOT articulated, then the actual certification (SSN) number must be provided. The actual certification (SSN) number will be **validated** on the ADE Certification database.

Online Course Enrollment Data Entry

The online Course Enrollment web pages (40th Day and 100th Day) have been modified to reflect this business rule. If a school enters an articulated course with a valid Attending CTDS number and Attending Count, the web page will accept **either** a valid teacher SSN **or** 9 zeros and a license number/ certificate number **and** the teacher's first and last name to add the record. If a valid teacher SSN is entered, it is **validated** on the ADE Certification database. If a license number/certificate number **and** the teacher's first and last name are entered, this data will be verified by ADE CTE staff.

200X Secondary CTE Course Enrollment
40th Day

Course Enrollment Information		
CTDS	**School Name**	**Fiscal Year**
12-34-56-001	SAMPLE SCHOOL	200X
Course(1-7 digits)		**Description**
1204002		Cosmetology Advanced App

Enrollment Information			
8th digit of Course Number	1	**Teacher SSN (no dashes)**	000000000
Period	1	**Minutes per week**	250
Number of Weeks	20	**Room Number**	C1

If no SSN

Enrollment Count by Grade			
Grade 09	0	**Grade 10**	0
Grade 11	5	**Grade 12**	5

Enrollment Count by Gender			
Male	0	**Female**	10

Enrollment Count for Special Populations			
Disabled	0	**LEP**	0
Econ Disadvantaged	0		
Single Parent	0		

Articulated Enrollment Count			
Attending Count	10	**Attending CTDS**	010654202

Private Beauty College

If no Teacher SSN is available for an articulated course, enter the following:

License Number/Certificate Number	
License#/Certificate#	EA1111222233334444555566666777
Postsecondary Teacher Name	
First Name	Joe
Last Name	Teacher

Articulated Text File Course Enrollment Data Entry

This business rule also exists for Course Enrollment text files (for 40th Day and 100th Day). An articulated course with a valid Attending CTDS number and Attending Count should have **either** a valid teacher SSN **or** 9 zeros and a license number/certificate number **and** the teacher's first and last name. If a valid teacher SSN is not available but a license number/ certificate number **and** the teacher's first and last name is available for an articulated course, put **9 zeroes** in the teacher SSN field in the text record. Always set the teacher SSN field to **zeroes** if it is not available. The **maximum number of characters/numbers for these new fields are:**

     License number/certificate number = 30 characters/numbers.
     First name = 30 characters.
     Last name = 40 characters.
     The Teacher's SSN remains 9 characters – set to **zeroes** if not available.

The new record layout for the text file for articulated courses is available at:

http://www.ade.az.gov/cte/GrantsMIS/filelayout/vociarticulated.asp

EDP DATA FILE DESCRIPTION

CTE 40th and 100th Day Course Enrollment Reporting

FOR COURSES ARTICULATED TO:

COMMUNITY COLLEGE

-OR-

PRIVATE BEAUTY SCHOOL

-OR-

SKILL CENTER

Please remember to put all zeroes (9) in the Teacher's Cert Number (SSN) if it is not available for an articulated course, and include the Teacher's License number/Certification number and first and last name.

Special Needs Counts – Lists the number of Disabled, Limited English Proficient (LEP), Economically Disadvantaged, or Single Parent students who:

- Are eligible to receive special services
- Are in need of special services
- Are receiving special services documented on an Individualized Career and Technical Education Plan (ICTEP)

Note: A student may only be reported in one special population's category. Report using the first category applicable to the student from this list of eligible groups:

Disabled – A student with any disability as defined in Section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102) as follows:

- A physical or mental impairment that substantially limits one or more of the major life activities of that individual
- A record of such an impairment; or being regarded as having such an impairment
- Who requires assistance to succeed in their CTE program
- Includes those students evaluated under Individuals Disabilities Education Improvement Act (IDEIA) and determined to be in need of special education and related services, and any individual considered disabled under Section 504 of the Rehabilitation Act of 1973

LEP – A student with Limited English Proficiency who requires assistance to succeed in their CTE program: a secondary school student, an adult, or an out-of-school youth, who has limited ability in speaking, writing, or understanding the English language:

- Whose native language is not English
- Who lives in a family or community environment in which a language other than English is the dominant language

Economically Disadvantaged – A family or individual including foster children, whom the Local Education Agency (LEA) identifies as low income (on the basis of uniform methods described in the State plan) and who requires financial assistance to succeed in CTE. Examples of eligibility definitions include:

- Annual income at or below the official poverty line
- Eligibility for free school lunch
- Eligibility for Aid to Families with Dependent Children or other public assistance programs
- Eligibility for participation in programs assisted under Title I of the WIA

Single Parent – Any individual who requires assistance to succeed in their CTE program and who:

- Has custody <u>and</u>
- Responsibility for the support and care of one or more dependent children under the age of eighteen in the same residence

Note: For eligibility purposes, Single pregnant women are eligible for services. A person who provides child support but no custodial care is not considered a single parent.

Total – Lists the total number of students enrolled in the course. This total must be equal to the same number as adding together (a) males and females and (b) grades 9, 10, 11 and 12.

Shared District Instruction – The term used to describe enrollment when a student leaves their campus to attend another school within the district.

Articulated Enrollment Count – The number of students taking the course off-campus in:
- Another school within the district (commonly called Shared District Instruction (SDI)
- Another school district (e.g. attends a Joint Technical Education District (JTED) sponsored course at another secondary district)
- Skill center (e.g. a cosmetology school)
- A college campus (commonly called articulated enrollment, concurrent enrollment, reverse-credit enrollment, or dual-enrollment). The actual details of the type of articulation must be documented in a signed articulation agreement on file

Key Codes – Certain pieces of information in enrollment reporting (text file submissions) are called "Key Codes" because they are unique codes used to identify duplicate enrollment entries. These key codes are:
- CTDS
- Term
- Course code
- Teacher certification number
- Period

Note: If the same five "key codes" have already been entered for a school, a "duplicate transaction" error message appears. Duplicate transaction errors can be resolved by either combining the two entries into one or by adding a new course CIP code by modifying the eighth (last) digit, if available, on one of the entries.

Process for Reporting 40th day and 100th day Course Enrollment

Step 1   Choose a method for submitting enrollment information:
- Online at: http://www.ade.az.gov/PerfMeasures/splash.asp
- Email attachment (using text file created by a vendor software, e.g. VDMS/must be in ASCII format) **or**
Email attachment (using text file created by district software/ must be in ASCII format): (non-articulated and articulated)
http://www.ade.az.gov/cte/GrantsMIS/filelayout/CourseEnrollment.asp
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vociarticulated.asp

Step 2   Send an email notification stating the submission is complete and ready to process, include your district name, to CTE at: CTEDataCollection@azed.gov. No changes or corrections can be made after notification is sent, until verification is received by district from CTE.

Step 3   CTE confirms receipt of the email.

Step 4   CTE processes the enrollment data.

Step 5   CTE sends the enrollment report (VOCI 11) verifying the data added to the Course Enrollment Master Print (VOCI 21) file. Districts will receive an enrollment report titled VOCI 11-1 containing all valid records added to the Course Enrollment Master Print file. Some districts may receive an error report titled VOCI 11-2 listing invalid records, not added to the Course Enrollment Master Print file.

Step 6   Districts must correct any errors listed on the VOCI 11-2, if received. Errors must be corrected using the same format as the original submission:
- Online
- Email attachment (using text file created by a vendor software, e.g. VDMS/must be in ASCII format) or
Email attachment (using text file created by district software - must be in ASCII format): (non-articulated and articulated)
http://www.ade.az.gov/cte/GrantsMIS/filelayout/CourseEnrollment.asp
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vociarticulated.asp

Step 7   Districts must sign the signature page of each school's VOCI 11-1, and VOCI 11-2, if received, and return it, by the due date, via mail to CTE:

<div align="center">

Arizona Department of Education
CTE Career and Technical Education, Bin 36
1535 West Jefferson Street
Phoenix, Arizona 85007

</div>

Step 8   Repeat Steps 2 through 6 above until all errors are corrected.

Step 9   Using the valid enrollment records added to the Course Enrollment Master Print Report (VOCI 21) file, CTE will check for:
- Valid teacher certification
- Active programs in the school's Program Profile Table

Step 10   CTE will provide districts with potential reports, as applicable, including:
- Improper Teacher Certification Report (VOCI 17)
- FY200X 100th Day Alignment Report
- Course Enrollment Master Print Report (VOCI 21)

Districts may use the online system for submission of Course Enrollment data. Examples of the online 40th and 100th Day Course Enrollment forms are below. Log into the Performance Measures system and select the Enrollment option. Both Course Enrollment and Program Enrollment data may be entered and submitted. The online instructions are included in the web pages. For more information, see the online user manuals at http://www.ade.az.gov/cte/DIG/.

User Manuals

NEW! Online Course Enrollment and Verification Instructions – 200X

Online Data Collection website:
http://www.ade.az.gov/PerfMeasures/splash.asp
Log into the Performance Measures system and select the Enrollment option.

200X Course Enrollment Forms
40th or 100th Day

1. To complete or change Course Enrollment Information, click on Modify for appropriate Course Number.
2. Click Here to Add to enter Course Enrollment Information for a course that does not appear in the listing. Click on Delete to delete the record. When the Course Enrollment information is complete, the current date will appear in the Updated box.
3. After all Course Enrollment records are complete, you must notify Career and Technical Education by sending an email to: CTEDataCollection@azed.gov

Enrollments for 12-34-56-001 - SAMPLE SCHOOL					+ Add New Record		
Course	**Period**	**Grade Total**	**Method**	**Action**			**Updated**
01010010	1	14	CP	View	Modify	Delete	10/24/2007
01030011	2	1	LVL	View	Modify	Delete	10/10/2007

Verification Reports for 40th day and 100th day
VOCI 11-1 and VOCI 11-2
FY200X 100th Day Alignment Report

The data, which has been submitted for district 40th Day and 100th Day Enrollment Reports, will be processed and added to the Course Enrollment Master Print Report (VOCI 21). A report verification packet will be mailed including **40th Day or 100th Day Verification Report(s)**. Verify and make any necessary corrections, if needed. Please submit corrections to ADE using the same method as the original submission, either online or by emailing a text file attachment to: CTEDataCollection@azed.gov. The Verification Report will be mailed in one or two sections, if applicable:

A. **Records Added to the Course Enrollment File – VOCI 11-1.** The enrollment data from a school/district which has been added to the Course Enrollment Master Print file (VOCI 21). Since this data is used to determine funding, it should be reviewed for accuracy. If all the data is correct as submitted, the district will receive only this Verification Report, the VOCI 11-1.

B. **Records Not Added to the Course Enrollment File – VOCI 11-2.** The district will receive this report if the enrollment data from a school/district cannot be added to the Course Enrollment Master Print file (VOCI 21), due to errors. Since this data is used to determine funding, it is critical that the errors be corrected prior to the deadline. A calendar with specific dates will be available to you annually. Error messages are listed under each line of data on this report, identifying data corrections that need to be made. Some of the common errors are:
- Invalid district or school number
- Invalid course number
- Improper Teacher Certification
- Total does not agree with the sum of the individual grade counts
- Course has minutes outside of the normal range
- Course meets for over 1200 minutes per week

The first page of the Verification Report(s) (VOCI 11-1 and VOCI 11-2, if received) must be signed and returned to ADE.

Note: The 40th and 100th Day Enrollment reports provide essential information affecting program eligibility. It is important that a district submits reports and verifies the accuracy of the reported information by the deadline dates. Due to the need for accurate and timely reporting, CTE funding will be interrupted when a district fails to meet the reporting deadline. Funding resumes when the problem has been corrected. If the problem is not corrected, funding does not resume.

FY200X 100th Day Alignment Report

The FY200X 100th Day Alignment report summarizes the analysis of the school's course enrollment and compares it with the Active programs in the school's Program Profile Table. This information is an important tool to improve the accuracy of reported course and performance data.

Enrollment and performance measures reports are expected to include only those programs listed as active in a school's Program Profile Table. Non-active programs do not participate in enrollment and performance measures reporting.

High schools report CTE course enrollment data to the Arizona Department of Education for any active programs listed in a school's CTE Program Profile Table. A program joins the active list when Notification of Intent to Offer a CTE Program (NOI) is submitted and a Birth Date is assigned. A school's Program Profile Table is accessed on the ADE CTE website at: http://www.ade.az.gov/PerfMeasures/splash.asp.

Log in with your district UserID and password; click on **Administrative** and **Program Profile**, then select the name of the school to view a list of active programs approved for participation in CTE enrollment and other reporting for the current year.

There are several possible conditions of misalignment between the Program Profile Table and enrollment reporting that require corrections.

Condition 1: A new program submits an NOI, receives a Birth Date, joins the active program list in the Program Profile Table, but does not submit enrollment.

Error Description Statement – "Not Aligned"

Action Required: A district must submit enrollment information in the second year, or the NOI will be withdrawn.

Condition 2: An active program does not submit enrollment for the current year.

Error Description Statement – "Not Aligned"

Action Required: Missing course enrollment is provided by the 100th Day Course Enrollment Verification.

Condition 3: An inactive program submits enrollment for the current year.

Error Description Statement – "Not Aligned"

Action Required: The enrollment is deleted from the report.

Condition 4: A program that has never been active at this school submits enrollment for the current year.

Error Description Statement – "Not Aligned"

Action Required: Verify the program CIP is correctly reported. Either correct the CIP or delete the enrollment, as appropriate to the circumstance.

An Active program is moved to the Inactive list when an inactive date is assigned to the program. For example, when an Active program with good performance is identified as being replaced by a new program on an NOI form there are several implications:

- Program replaced is tagged as **Inactive in January of the current year and it moves to the Inactive list on the Program Profile Table**
- District may submit concentrators who leave school in the current year
- District does not identify any offerings in an inactivated program in the BG application due in May the next fiscal year
- Placements may be reported for the previous year's concentrators
- District does not report enrollment for an inactivated program in the next school year

When an Active program is inactivated by ADE for a failure to include the required essential elements required by the Arizona State Board of Education, the program receives a non-January date and it moves to the Inactive list on the Program Profile Table. No further reporting is expected or accepted from that program. The Program Profile Table includes one re-birth cycle at this time.

Programs that have either an:

- Active Program Profile but are missing Course Enrollment or
- Course Enrollment but are missing an Active Program Profile

will be listed as "not aligned" on the **FY200X 100th Day Alignment Report.**

FY 200X 100th Day Alignment Report

CTD   *123456*   *SAMPLE UNIFIED DISTRICT*

CTDS   *123456001*   *SAMPLE HIGH SCHOOL*

Program	Program Title	NOI	Coherent Sequenc	Articulate Fed. BG	Articulate 40th Day	Articulate 100th	CE 40th	CE 100th	Non-Coop	Coop L3/CP	Coop-Only	Reports NOI-BG-CE
470600	Automotive Technolog	01/01/1995	6		090601001	090601001	8	7	13	2		Aligned
520200	Business Mgmt & Admi	04/01/2004	3				7	9	10	6		Aligned
460400	Construction Technol	01/01/1995	4		090601001	090601001	4	4	6	2		Aligned
120400	Cosmetology	04/01/2001	2		090601001	090601001	2	2	4	0		Aligned
120500	Culinary Arts	01/01/1995	3				5	5	8	2		Aligned
430200	Fire Science	No Profile	2		090601001	090601001	1	1	2	0		Not Aligned
100300	Graphic Communicatio	04/01/2001	5				6	7	10	3		Aligned
511600	Nursing Services	04/01/2001	2		090601001	090601001	2	2	4	0		Aligned
480500	Welding Technology	04/01/2003	4		090601001	090601001	5	5	8	2		Aligned

Note1: "Coherent Sequence" column displays how many courses were reported as planned (by the district) to be taught for this program, this school year.

Note2: CTDS of where a program's students are articulated (to) are copied from the BG Coherent Sequence, 40th-day course enrollment, and 100th-day course enrollment. (all three should be the

Note3: "CE 40th", "CE 100th", "Non-Coop", and "Coop L3/CP" have the number of courses (level 3, or career preparation) reported in this school year's course enrollment.

Note4: Program has **only** DCE, Internship, or COOP courses in this school year. The "Coop-only" column shows "Error". These particular programs are not fundable.

Note5: As of 100th-day verification, the "Reports" column has "Aligned" status if the program has an active NOI, coherent sequence, and any course enrollment. Otherwise, the program is "Not

Thursday, March 15, 200X

```
REPORT NAME: VOCI 11-1                    ARIZONA DEPARTMENT OF EDUCATION                  REPORT DATE: 01/03/XX
                               40TH DAY CAREER AND TECHNICAL COURSE ENROLLMENT VERIFICATION REPORT        PAGE      1
                                             SCHOOL YEAR 200X-200X

CTD:           SCH:
COUNTY:
DISTRICT:                                   *RECORDS ADDED TO THE CTE ENROLLMENT FILE*
SCHOOL:                                     ---------------------------------------------

  THE FOLLOWING INFORMATION REFLECTS THE ENROLLMENT DATA SUBMITTED BY YOUR DISTRICT.
  PLEASE REVIEW IT FOR CORRECTNESS.

  PLEASE MAKE ANY CHANGES IF REQUIRED. AS A REMINDER, ALL CORRECTIONS NEED TO BE MADE IN THE FORMAT THAT WAS
  USED FOR ORIGINAL SUBMISSION. THE SIGNED SIGNATURE PAGE MUST BE RETURNED TO:

                                         ARIZONA DEPARTMENT OF EDUCATION
                                         CAREER AND TECHNICAL EDUCATION
                                       MANAGEMENT INFORMATION SERVICES UNIT, BOX 36
                                              1535 WEST JEFFERSON STREET
                                                  PHOENIX, AZ  85007
                                                    (602) 542-5486

        I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY
        KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.


        --------------     ------------------------------------------------------------
            DATE                 SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL
                                                                                            NUMBER OF
                                                                                            STUDENTS
        CONTACT PERSON --------------------------------     PHONE -----------------         TAKING CTE.
                                                                                            COURSES IN
                                                            SPECIAL NEEDS                    ANOTHER SCH.
                             MIN  NO                         ECON ACAD       ENROLLMENT COUNTS    AND SCH. NO.
TRAN COURSE CODE             PER  OF        TECH CERTIFICATE NO.        DIS DIS
CODE COURSE TITLE   TERM PER WEEK WKS ROOM PREP TEACHER'S NAME HNDCP LEP ADV ADV SP   M   F   09  10  11  12 TOTAL COUNT CTDS
-------------------------------------------------------------------------------------------------------------------------

  A   12.0500.10        1   2 0430 18  0258  Y   XXXXXXXXX      000 000 000 002 000 0008 0005 000 009 002 002 0013 0000 000000000
      Culinary Arts Funda                     OLSON        CR


  A   12.0500.10        1   4 0430 18  0258  Y   XXXXXXXXX      002 000 001 005 000 0011 0009 000 013 005 002 0020 0000 000000000
      Culinary Arts Funda                     OLSON        CR


  A   12.0500.75        1   5 1100 18  0415  Y   XXXXXXXXX      000 000 000 000 000 0000 0001 000 000 000 001 0001 0000 000000000
      Culinary Arts- Inte                     NEU          MD


  A   15.0600.10        1   2 0430 18  0294  N   XXXXXXXXX      003 000 001 008 000 0020 0004 000 012 006 006 0024 0000 000000000
      Fundamentals of Ind                     STEELE       JR
```

162

Sample

CTD: SCH:
COUNTY:
DISTRICT: *RECORDS NOT ADDED TO THE CTE ENROLLMENT FILE*
SCHOOL: --- -

  THE FOLLOWING INFORMATION REFLECTS THE ENROLLMENT DATA SUBMITTED BY YOUR DISTRICT.
  PLEASE REVIEW IT FOR CORRECTNESS. BASIC ERRORS HAVE BEEN UNDERLINED, AND ERROR MESSAGES INCLUDED.
  RECORDS WITH ERRORS WILL NOT BE ADDED TO THE ENROLLMENT FILE AND THE STUDENTS WILL NOT BE COUNTED FOR FUNDING.

  PLEASE MAKE ANY CHANGES IF REQUIRED. AS A REMINDER, ALL CORRECTIONS NEED TO BE MADE IN THE FORMAT THAT WAS
  USED FOR ORIGINAL SUBMISSION. THE SIGNED SIGNATURE PAGE MUST BE RETURNED TO:

                              ARIZONA DEPARTMENT OF EDUCATION
                              CAREER AND TECHNICAL EDUCATION
                         MANAGEMENT INFORMATION SERVICES UNIT, BIN 36
                                  1535 WEST JEFFERSON STREET
                                     PHOENIX, AZ 85007
                                      (602) 542-5486

       I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY
       KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.

       ------------- -   --- -
            DATE   SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

                                                                                    NUMBER OF
       CONTACT PERSON ------------------------------- -   PHONE ---------------- -   STUDENTS
                                                                                    TAKING CTE.
                                                                                    COURSES IN
                                                    SPECIAL NEEDS   ANOTHER SCH.
                        MIN NO   ECON ACAD   ENROLLMENT COUNTS AND SCH. NO.
TRAN COURSE CODE   PER OF   TECH CERTIFICATE NO.   DIS DIS
CODE COURSE TITLE   TERM PER WEEK WKS ROOM PREP TEACHER'S NAME HNDCP LEP ADV ADV SP   M   F   09 10 11 12 TOTAL COUNT CTDS

A   15.0800.75   1   5 1100 18 0415 N   XXXXXXXXX   000 000 000 000 000 0001 0001 000 000 000 002 0002 0000 000000000
    *******************   NEU   MD
        **** THE COURSE CODE IS MISSING OR INVALID

REPORT NAME: VOCI 11-1   ARIZONA DEPARTMENT OF EDUCATION   REPORT DATE: 03/16/XX
         100TH DAY CAREER AND TECHNICAL ENROLLMENT VERIFICATION REPORT   PAGE 1
              SCHOOL YEAR 200X-200X

```
CTD:            SCH:
COUNTY:
DISTRICT:                              *RECORDS ADDED TO THE CTE ENROLLMENT FILE*
SCHOOL:                                --------------------------------------------  -
```

THE FOLLOWING INFORMATION REFLECTS THE ENROLLMENT DATA SUBMITTED BY YOUR DISTRICT.
PLEASE REVIEW IT FOR CORRECTNESS.

PLEASE MAKE ANY CHANGES IF REQUIRED. AS A REMINDER, ALL CORRECTIONS NEED TO BE MADE IN THE FORMAT THAT WAS
USED FOR ORIGINAL SUBMISSION. THE SIGNED SIGNATURE PAGE MUST BE RETURNED TO:

         ARIZONA DEPARTMENT OF EDUCATION
         CAREER AND TECHNICAL EDUCATION
      MANAGEMENT INFORMATION SERVICES UNIT, BIN 36
          1535 WEST JEFFERSON STREET
           PHOENIX, AZ 85007
            (602) 542-5486

   I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY
   KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.


```
   ------------  -      -----------------------------------------------------------  -
       DATE                 SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL
```

                           NUMBER OF
                           STUDENTS
   CONTACT PERSON ------------------------------ -   PHONE ---------------- -   TAKING CTE.

```
                                                                                                  COURSES IN
                                                       SPECIAL NEEDS                               ANOTHER SCH.
                            MIN  NO                     ECON ACAD      ENROLLMENT COUNTS            AND SCH. NO.
TRAN COURSE CODE            PER  OF    TECH CERTIFICATE NO.     DIS DIS
CODE COURSE TITLE   TERM PER WEEK WKS ROOM PREP TEACHER'S NAME HNDCP LEP ADV ADV SP   M    F   09  10  11  12 TOTAL COUNT  CTDS
-----------------------------------------------------------------------------------------------------------------------------

 A  12.0500.10        2   2 0430 18  0258  Y   XXXXXXXXX      000 000 000 002 000 0008 0005 000 009 002 002 0013 0000 000000000
    Culinary Arts Funda              OLSON          CR

 A  12.0500.10        2   4 0430 18  0258  Y   XXXXXXXXX      002 000 001 005 000 0011 0009 000 013 005 002 0020 0000 000000000
    Culinary Arts Funda              OLSON          CR

 A  12.0500.75        2   5 1100 18  0415  Y   XXXXXXXXX      000 000 000 000 000 0000 0001 000 000 000 001 0001 0000 000000000
    Culinary Arts- Inte              NEU            MD

 A  15.0600.10        2   2 0430 18  0294  N   XXXXXXXXX      003 000 001 008 000 0020 0004 000 012 006 006 0024 0000 000000000
    Fundamentals of Ind              STEELE         JR
```

Sample

CTD: SCH:
COUNTY:
DISTRICT: *RECORDS NOT ADDED TO THE CTE ENROLLMENT FILE*
SCHOOL: --- -

   THE FOLLOWING INFORMATION REFLECTS THE ENROLLMENT DATA SUBMITTED BY YOUR DISTRICT.
   PLEASE REVIEW IT FOR CORRECTNESS. BASIC ERRORS HAVE BEEN UNDERLINED, AND ERROR MESSAGES INCLUDED.
   RECORDS WITH ERRORS WILL NOT BE ADDED TO THE ENROLLMENT FILE AND THE STUDENTS WILL NOT BE COUNTED FOR FUNDING.

   PLEASE MAKE ANY CHANGES IF REQUIRED. AS A REMINDER, ALL CORRECTIONS NEED TO BE MADE IN THE FORMAT THAT WAS
   USED FOR ORIGINAL SUBMISSION. THE SIGNED SIGNATURE PAGE MUST BE RETURNED TO:

                                    ARIZONA DEPARTMENT OF EDUCATION
                                    CAREER AND TECHNICAL EDUCATION
                                  MANAGEMENT INFORMATION SERVICES UNIT, BIN 36
                                       1535 WEST JEFFERSON STREET
                                          PHOENIX, AZ 85007
                                           (602) 542-5486

        I CERTIFY THAT THE INFORMATION SUBMITTED IS TRUE AND CORRECT TO THE BEST OF MY
        KNOWLEDGE, AND THAT DOCUMENTATION WILL BE MAINTAINED FOR AUDITING AND MONITORING PURPOSES.

        ------------- -   -- -
           DATE   SIGNATURE OF SUPERINTENDENT OR AUTHORIZED OFFICIAL

                                                                                         NUMBER OF
        CONTACT PERSON ------------------------------ -   PHONE ---------------- -   STUDENTS
                                                                                         TAKING CTE.
                                                                                         COURSES IN
                                                        SPECIAL NEEDS   ANOTHER SCH.
                          MIN NO   ECON ACAD   ENROLLMENT COUNTS AND SCH. NO.
TRAN COURSE CODE   PER OF   TECH CERTIFICATE NO.   DIS DIS
CODE COURSE TITLE   TERM PER WEEK WKS ROOM PREP TEACHER'S NAME HNDCP LEP ADV ADV SP   M   F   09   10   11   12 TOTAL COUNT CTDS

 A   10.0300.32   2   1 0425 18 0026 Y *********   000 000 000 000 000 0012 0000 000 005 006 002 0013 0000 000000000
     Graphic Arts II   AFINOWICH   KM   **** **** *** *** *** *** ****
         **** THE SUM OF (GRADES 9-12) AND THE SUM OF (MALE + FEMALE ENROLLMENT) ARE NOT EQUAL
         **** THE SUM OF MALE + FEMALE ENROLLMENT DOES NOT EQUAL TOTAL ENROLLMENT